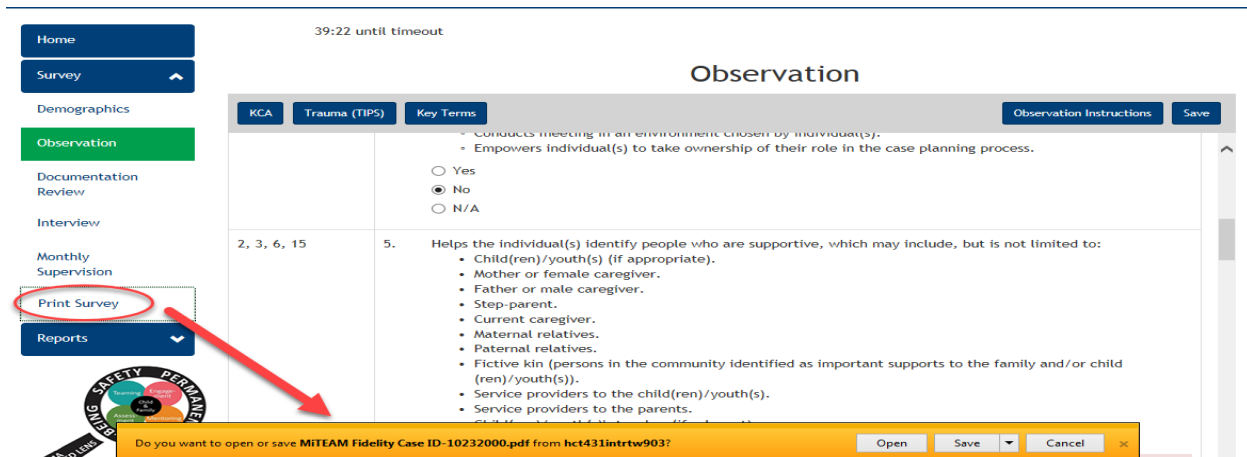


## Supervisor: Printing a Case-Specific MiTEAM Fidelity Tool

As a Supervisor, you can print a case-specific MiTEAM Fidelity Tool that is incomplete, complete but not certified, or complete and certified. Instructions for each are detailed below.

### Printing an Incomplete MiTEAM Fidelity Tool.

1. Click on “DHHS-CSA MiTEAM Fidelity Web Application” from your MiLOGIN Home Page.
2. Your MiTEAM Fidelity Home Page will appear.
3. If not previously done, “Accept” the case. (See “Supervisor: Accepting or Rejecting a Case” Job Aid).
4. Click anywhere on the row of the specific “In Progress” case you want to print the tool for.
5. The Demographics section of the Survey Page for the selected case will appear.
6. In the left-side navigation menu, select “Print Survey.”
7. A .pdf download box will appear in the bottom of the screen.



8. Select “Open”
9. A .pdf version of the MiTEAM Fidelity Tool for the selected case will open.
10. Print by hovering your cursor over the lower section of the screen and selecting the print option.

### Important Notes about printing a case-specific MiTEAM Fidelity Tool

- Printed version will include pre-filled demographics information from MiSACWIS and therefore, **case-specific MiTEAM Fidelity Tools contain confidential information.**
- Printed version will include data that you have entered and saved for that case prior to printing.
- You can print a case-specific MiTEAM Fidelity Tool at any time throughout the quarter, and as many times as you’d like, while the case status is “In Progress.”
- Case-specific MiTEAM Fidelity Tools cannot be printed after 11:59pm on the last day of the quarter.

### Printing a Completed MiTEAM Fidelity Tool - Not yet certified:

From Supervisor Home Page

1. Click anywhere on the row of the specific “In Progress” case you want to print the tool for.
2. The Demographics section of the Survey Page for the selected case will appear.

3. Make sure there is a check mark in each of the sections indicating that all data has been entered for this case.

4. In the left-side navigation menu, select “Print Survey.”
5. A .pdf download box will appear in the bottom of the screen.
6. Select “Open”

7. A .pdf version of the MiTEAM Fidelity Tool with all of the data for the selected case will open.
8. Print by hovering your cursor over the lower section of the screen and selecting the print option.

### Print a Completed and Certified MiTEAM Fidelity Tool.

From Supervisor Home Page

1. Click anywhere on the row of the specific “Completed” case you want to print the tool for.
2. A .pdf download box will appear in the bottom of the screen.
3. Select “Open”

Home

Reports

41:50 until timeout

Welcome, .

SAFETY PERMANENCY

WILL-ELLS

713 M

FROM RESPONSIBLE USE

MiTEAM Fidelity Home Page

Kalamazoo

Worker Name	Case Name	Case Number	Status
			New
			New
			New
		689	Complete

Do you want to open or save MiTEAM Fidelity Case ID-

689.pdf from hct431intrtw903?

Open

Save

Cancel

- A .pdf version of the MiTEAM Fidelity Tool for the selected case will open.
- Print by hovering your cursor over the lower section of the screen and selecting the print option.

### Important Note about printing a completed and certified case-specific MiTEAM Fidelity Tool

- Case-specific MiTEAM Fidelity Tools cannot be printed after 11:59pm on the last day of the quarter.